

# CURRICULUM VITAE

## INAYAT ULLAH

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### Personal Data:

Nationality Pakistan  
CNIC No: 56503-0286960-1

### Qualification

**Master** Sociology (Balochistan University)  
**Graduation:** English, Computer Science, Physics  
University of Baluchistan

### Employment Record

**Date** 16 January 2022 to 12 March 2023  
**Employer** IDO (innovative Development Organization)  
**Position** Admin Officer  
**District** Barkhan.

### **Job Responsibilities**

- Provide administrative support to the organization's staff.
- Manage all Record of project activities.
- preparing reports, and maintaining files
- Manage the organization's finances, including tracking expenses, preparing budgets, and issuing invoices.
- Communicate with the organization's stakeholder's donors, partners, and the public.
- Represent the organization at meetings and events.

### Employment Record .01

**Date** 08 September 2018 to 30<sup>th</sup> November 2021  
**Employer** (BRSP) DoMC & the Indus Hospital Network  
**Position** MEAL Officer-Malaria Control Program  
**District** Barkhan,

### **Job Responsibilities**

- To create close liaison with relevant line department
- To prepare monthly work plan according to the project activities

- Identification and selection of youths for Technical and vocational training
- Close coordination with project staff and monthly review meeting
- Provide timely and accurate feedback on project activities at field level
- Proper monthly monitoring of project activities
- Supervise logistic arrangement of timely distribution tools and equipment's and consumable for trainees

### **Employment Record. 02**

Date                    From 1<sup>st</sup> January 2016 30 August2018  
Employer                (ESP) Unicef & Directorate of Education (S)Balochistan  
Position                Admin & Finance Officer  
District                 Zhob

#### **Job Responsibilities**

- To assist in Quarterly Budget
- To prepare monthly work plan according to the project activities
- Identification and selection of youths for Technical and vocational training
- Close coordination with project staff and monthly review meeting
- Provide timely and accurate feedback on project activities at field level
- Proper monthly monitoring of project activities
- Establish, process and update file, records and documents
- Assist in financial matters
- To manage and compile the financial accounts and submit it to the provincial office.
- To prepare for the technical training outside the district
- Prepare and reconcile bank statement
- Ensured that data is ensured in system
- Manage the filing, storage and security of document

### **Employment Record.03**

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**Date**                    1 Dec 2015 to 30 Dec, 2016  
**Employer**             PIDS  
**Position**             Livelihood Enhancement and protection officer PPAF (PPR) Project  
**District**                Qilla Abdullah

#### **Job Responsibilities**

- Consistently demonstrate flexibility, resilience and ability to maintain positive relationships and composure, even under difficult circumstances
- To provide the day-to-day management, technical backstopping to all programs components (Livelihood Livelihood/Technical & vocational Training and Social Mobilization), monitoring and evaluation of project activities as in the agreed project work plan and time schedule.
- Elaborate the work plan (Livelihood/Technical & vocational Training and Social Mobilization) for the entire project and ensure its effective execution; create synergies to the work plans to increase the impact of the project activities and Responsible for the overall results and performance of the programs
- Facilitate the Common interest groups (CIG) or beneficiary in capacity building in enterprise development trainings, social enterprise, technical & vocational education & training and trade facilitation units.

- To provide regular progress reports and to establish a monitoring and reporting framework at the beginning of the project; recruit, coordinate and supervise trainers and field staff (Livelihood Livelihood/Technical & vocational Training and Social Mobilization).
- Work in very close coordination with line departments and coordination with the NGOs at the District.

### **Soft skills**

- Communication Skill, Team management, Report Writing Skills
- Confident, Problem Solving, Facilitating and Presentation Skills

### **Computer Skills**

M.S Office, Word, Excel, PowerPoint and Internet, Typing speed 40 words/minute

### **Major Training attended:**

1. 08 days training on Enterprise Development organized by PIDS with support of ECI
2. 5 days workshop on the art of Social Mobilization (PIDS) Quetta.
3. SDPs (school development plan) UNICEF-Zhob
4. Social Mobilization Training ZTWS-Quetta

### **Diploma**

- *Freelancing Course* Batch-11 (Digi Skills Training Program)
- GRAPHIC DESIGN Course Batch-11 (Digi Skills Training Program)
- (COMPUTER) CIT one Year (GOB Directorate of Manpower & Training .TTB)
- MS office Course 06 months (I.Tech Computer College)FBR

### **Extra Curriculum Activities**

- Reading books and research papers
- Spending more time in laboratories
- Cricket, Badminton, Races
- Use Computer and Net Working

### **Languages:**

<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak.</b>
• Pashto	Excellent	Excellent	Excellent
• Urdu	Excellent	Excellent	Excellent
• English	Excellent	Excellent	Good
• Khetrani	Good	Good	Excellent